

**CONFIDENTIAL**

Approved For Release 1999/09/27 : CIA-RDP86-00244R000100100002-3

9 SEP 1971

MEMORANDUM FOR: Chief, Logistics Services Division, OL  
Chief, Printing Services Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate & Construction Division, OL  
Chief, Supply Division, OL  
Chief, Personnel & Training Staff, OL  
Chief, Security Staff, OL  
✓ Chief, Building Planning Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Planning Staff, OL  
Chief, Budget & Fiscal Branch, OL  
Chief, Records and Services Branch, OL

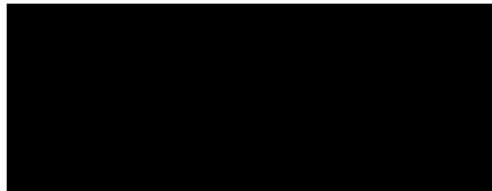
SUBJECT : Visit of Spouses to Headquarters

1. Last year the four Directorates individually sponsored very successful visits of employees' spouses to the Headquarters Building. The visits included briefings by the Deputy Directors, showings of the film "A Need to Know," and tours of the office areas.

2. Consideration is now being given to arranging similar visits for spouses this fall, possibly in October or November. For planning purposes, would you canvass your Office to see how many employees and their spouses would be interested in participating in such a visit. Names are not necessary; a total figure to include the interested employees and spouses will suffice.

3. Please forward these figures to me, extension 3491, by noon 15 September 1971.

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